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Approved For Release 2002/08/23 : CIA-RDP70-00211R000100210013-2

29 December 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: : Additional Space for Records Center

1. PROBLEM. - Expansion and construction of CIA Records Center

2. ASSUMPTIONS. -

a. The growth of Agency records will continue at approximately the present rate of accretion as indicated in (paragraph 30.)

ex. The CIA Records Center can receive any present or future Agency records provided adequate security protection exists.

3. FACTS BEARING ON THE PROBLEM. -

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a. The existing Agency Records Center located at [redacted] NW., contains approximately 6,406 square feet of usable space, is nearly filled (and can now receive only a small quantity of additional records). Of the 6,406 square feet, 2,162 contain, or are committed to, records; 2,005 square feet contain copies of CIA Reports for supplemental distribution and the remaining 2,239 square feet consists of office space for Records center, distribution, and records management activities.

b. Appendix A is an estimate of the total annual accretions of Agency records and the volume of records that could be retired to a Records Center. This estimate indicates that 10,000 cubic feet of records requiring 10,000 filing cabinets could be retired to a Records Center in ten years. Appendices A(1) and A(2) support the information contained in Appendix A.

c. Appendix B is a comparison of costs of maintaining retrievable records in office space and a Records Center. This estimate shows an average annual saving of \$360,146 through the operation of a Records Center.

d. The approximate cost of providing a Records Center of 25,000 square feet for the ten years by leasing would be \$187,500 as compared to construction at \$250,000.

e. Appendix C is a copy of the Hoover Commission Report on Records Management in the Federal Government.

f. An existing General Services Administration Regulation (Reg. 3-IV-101.01) requires that all agencies in existence on June 30, 1951, must have a records control schedule of all major groups of records by June 30, 1954. Although CIA is specifically

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excepted from compliance with General Services Administration Regulations, the Director of Central Intelligence indicated in a letter dated 22 December 1945, to the Administrator of the General Services Administration that CIA would comply with the spirit of General Services Administration Regulations but not directly subjecting itself to the same.

g. Appendix D describes the establishment and operation of a Records Center by the Chase National Bank approximately 55 miles from New York City. Informal estimates obtained from officials of the Chase National Bank indicate that they had spent in excess of \$500,000 to establish this Records Center.

h. Appendix E is a collection of photographs of a building constructed by the Atomic Energy Commission in Hanford, Washington, for the records of that Agency, and informational material on its operation.

k. DISCUSSION. -The need for a CIA Records Center, I believe, is established by the above facts; and the resulting economies as well as efficiencies, in view of the experience of other Governmental agencies and private industry, is unquestionable.

In view of the comparison as contained in Appendix E, it can be concluded, since the Records Center is a continuing need, that it would be more economical to construct than to lease. Therefore, the one remaining fact to be determined is one of location. In view of the Agency's operation of the [redacted] and the fact that this facility is established in connection with the emergency requirements of the Agency and the security provided at this location, it would seem logical that the Records Center should be constructed at this site.

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Criteria for records programs vary with the functions of a Government agency as well as with the type of business of industrial concerns and, therefore, it is essential that each organization develop its own criteria. The criteria for CIA is even more difficult than is normally the case because of the security factors and the difficulty in determining the actual useful and active life of any reference material. It is expected that unusual opposition will be encountered in connection with the operation of a records program in this Agency, but over a period of years criteria can and will be developed, and considerable improvement in records management will increasingly result in each year of operation. However, since all of these things have yet to be done and still they cannot be done until an adequate Records Center is established, it is necessary to establish the Records Center on a conservative basis. It is expected that the Agency will eventually have to establish and operate a Records Center of from 60,000 to 75,000 square feet of space, although such a Records Center could not

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be justified for years to come. For these reasons it is believed that a conservative approach would be the construction of a Records Center consisting of 25,000 square feet of space at the [redacted] at an estimated cost of \$250,000 (\$10 per square foot).

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5. CONCLUSION.--The Agency should be able to indicate to both Congress and the General Services Administration that a satisfactory records program is carried on by the Agency, and that the Agency has established and is operating its own secure Records Center. Further from the standpoint of security, emergency planning, economy, that the [redacted] is the logical location for the construction of the CIA Records Center.

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6. ACTION RECOMMENDED.--The Deputy Director (Administration) recommend to the Director of Central Intelligence the approval of approximately \$250,000 (subject to detailed planning and confirmation of present estimates) for the purpose of constructing a CIA Records Center at [redacted] consisting of 25,000 square feet of space.

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to be completed by approx mar 31, 1954

Chief, General Services

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- APPENDICES:
- Appendix A - Purchase of Filing Equipment
 - Appendix A (1) - Equipment Issued By Year
 - Appendix A (2) - Filing Equipment
 - Appendix B - Cost of Maintaining Retireable Records
 - Appendix C - Task Force Report on Records Management
 - Appendix D - "The Chase" - February 1952
 - Appendix E - Photographs - Records Service Center, Hanford Operations Office, U. S. Atomic Energy Commission, Richland, Washington

CONCUR:

Assistant Deputy/Inspection and Security

Date

Comptroller

Date

Chief of Procurement and Supply

Date

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ACTION BY APPROVING AUTHORITY:

Date

Approved, (disapproved), exceptions, if any.

RMB:TL5Lvh (retyped-29 Dec. '52-bj:lw)

cc:signee-3 1/2 Ch..P&SO

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AD/I&S

Comptroller R&D Br.

WALTER REID WOLF

Director

(Administration)

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APPENDIX A

PURCHASE OF FILING EQUIPMENT

Using 1951 as a base year for the purchase of filing equipment, the annual purchases would amount to 3,354 cabinets, the types of file cabinets are varied, the four drawer safe cabinet has been used as the basic unit. This was done to simplify this presentation and because the four drawer safe is the largest single item purchased. Stated in terms of the capacity of this type of cabinet, purchases would amount to 2,507 cabinets per year. The total cabinet and records accumulation for a ten year period is shown in the table below.

YEAR	TOTAL CABINETS	TOTAL RECORDS (CU. FT.)
1st	2,507	20,054
2nd	5,014	40,108
3rd	7,521	60,162
4th	10,028	80,216
5th	12,535	100,270
6th	15,042	120,324
7th	17,549	140,378
8th	20,056	160,432
9th	22,563	180,486
10th	25,070	200,540

On the basis of a four drawer safe cabinet at \$235.00, the total cost of cabinets purchased for the 10 year records accretions would be \$5,891,450.

In estimating the volume of records to be retired to a Records Center, it is assumed that 40 per cent of the records accretions can be retired. This volume would amount to 8,000 cubic feet annually and equal the capacity of 1,000 file cabinets. The above facts are intentionally conservative because of the sensitive nature of the records of this Agency and the fact that an educational program in the field of records is necessary in CIA in order to encourage the disposition of records and prove that the operation of a Records Center is secure, efficient and economical. For these reasons there is no standard available to us which we can use for the purpose of determining the exact percentage of records which will actually be disposed of. However, it is expected that the volume of records that can be retired each year in terms of overall percentage will increase.

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				1950	1951	1952*
5-dr	steel	legal	keylock	0	0	224 (purchases started May '52)
5-dr	do.	do.	drop front			Special
5-dr	do.	letter	drop front			do
5-dr	do.	letter		0	0	111 (purchases started May '52)
4-dr	insulated	legal	w/c	1156	1672	1995
4-dr	receding door	legal		25	28	51
4-dr	steel	legal		215	228	251
4-dr	insulated	letter	w/c	56	108	97
4-dr	receding door				1	12
4-dr	steel	letter	key	57	269	116
2-dr	insulated	legal	w/c	69	90	92
2-dr	do	letter	w/c	1	5	20
Safe misc			w/o	17	22	14
Safe field			w/c	14	23	30
				1610	2446	3013
8x5	1 dr			48	4	31
	2 dr			5	67	37
	3 dr			0	0	9
	4 dr			2	43	7
	7 dr			12	4	52
6x4	2 dr			0	0	3
	4 dr			0	0	25
5x3	1 dr			6	59	54
	2 dr			27	31	9
	4 dr			19	45	30
	5 dr			118	80	255
	6 dr			0	0	5
	9 dr			17	0	0
	10 dr			47	117	57
	15 dr			1	0	5
	18 dr			1	0	0

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APPENDIX A (1)

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EQUIPMENT ISSUED BY YEAR

			1950	1951	1952*
8x5	steel	4 slides	0	0	2
		6 slides	0	1	0
		16 slides	8	13	51
		17 slides	92	136	308
		18 slides	0	0	0
6x4	metal	14 slides	6	0	0
5x3		13 slides	0	0	1
		14 slides	0	0	0
		23 slides	1	0	0
7x3		8 dr	<u>56</u>	<u>93</u>	<u>84</u>
			466	693	1025
Map Section Metal Base			32	49	47
Map Section Metal 5 drawer			79	112	120
Map Section Metal Top			<u>32</u>	<u>54</u>	<u>33</u>
			143	215	200
GRAND TOTAL			2,219	3,354	4,238

*Estimated figure for the last three months of the year

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FILING EQUIPMENT

FILES			STOCK	WASH.	FIELD	OTHER
5-dr	steel	legal keylock	0	262	\$19,592.36	0
5-dr	steel	legal drop front	0	244	21,284.12	2
5-dr	steel	letter	0	21	867.30	0
5-dr	steel	letter drop front	0	31	2,479.07	3
5-dr	wood	letter bar or key	0	5	275.00	0
4-dr	insulated	legal w/c	367	76,391.05	5084 1,057,734.60	168 34,969.20
4-dr	receding door	legal w/c	17	4,880.19	123 35,309.61	18 5,167.26
4-dr	steel	legal	7	471.03	1160 78,056.40	49 3,297.21
4-dr	insulated	letter w/c	29	4,707.28	396 64,278.72	36 5,843.52
4-dr	receding door	letter w/c	7	1,815.80	3 778.20	0 0
4-dr	steel	letter key	6	348.48	600 34,848.00	9 522.72
4-dr	metal	no size w/c				191 35,378.93
4-dr	metal	" " key				44 2,046.00
4-dr	wood	legal (bar or key)	0	50	2,792.00	1 55.84
4-dr	wood	letter " "	0	13	621.66	4 191.28
3-dr	metal	legal				3 201.87
3-dr	metal	letter				4 200.00
3-dr	metal	no size				3 180.00
3-dr	wood	legal				7 390.88
3-dr	wood	letter				1 25.00
2-dr	insulated	legal w/c	0	84	12,148.92	12 1,735.56
2-dr	insulated	letter w/c	4	535.80	13 1,741.35	2 267.90
2-dr	wood	letter bar or key	0	0		1 40.00
1-dr	metal	letter				2 16.90
Safe	misc.	w/c	4	980.00	82 20,090.00	16 3,920.00
Safe		Field w/c	13	1,092.00	4 336.00	3 252.00
Safe		Field(not ins.) w/c				52 4,368.00
Safe	misc	Field, Army, Navy Foreign				48 4,032.00

APPENDIX A(2)

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	STOCK	WASH.	FIELD	OTHER	
Cabinet metal misc. w/c & key	0			3	252.00
Cabinet metal misc. bar				2	168.00
Cabinet misc. legal		11	440.00		
Cabinet misc. letter		127	5080.00		
Cabinet metal(comb letter & 6 x 4 card key)		1	19.97		
Cabinet metal(comb letter & 5 x 3 card key)		1	19.97		
Cabinet capacity 135 sq.ft. filing area		10	2,830.00		
	454	\$91,221.63	\$325,113.61	623.25	319*56,262.49
				1265	\$267,729.42

CARD FILES

Ledger	3 dr		4	320.00			
Rotary, etc.			17	4,080.00			
Flexoline etc.			57	46,942.92	16	1,280.00	
Ledger	5 dr						
9 x 4	6 dr		2	160.00			
8 x 5	1 dr	9	55.17	65	398.45	4	24.52
	2 dr	3	25.98	25	216.50	14	121.24
	3 dr	1	16.14	9	145.25	0	
	4 dr			23	431.48	4	75.04
	5 dr	2	50.00	1	25.00	0	
	7 dr	10	1,242.70	101	12,581.27	28	3,379.56
	8 dr					33	4,100.91
	14 dr					1	45.00
	16 dr					1	45.00
						8	520.00
8 x 4	10 dr		8	993.52			
6 x 4	1 dr					3	16.41
	2 dr		2	18.54		1	9.27
	4 dr		31	464.38		4	59.92
	5 dr					3	51.00
	6 dr		3	60.00			
	8 dr		18	1,020.78		1	56.71
wood----			8	628.00			

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		STOCK	WASH.	FIELD	OTHER
5x3	1 dr	0	35	208.60	14 83.44
	2 dr	15	121.35	198 1,601.82	38 307.42
	4 dr	71	762.42	94 1,035.88	18 198.36
	5 dr (for 8x5 or 5x3)	0	442	123,777.68	5 1,400.20
	6 dr		12	144.24	2 24.04
	8 dr	2	40.00	1 20.00	
	9 dr	3	515.61	55 9,452.85	1 171.87
	10 dr	22	2,302.74	327 34,227.09	
	12 dr		1	70.00	
	15 dr		29	1,855.00	
	16 dr				
	18 dr		5	300.00	
	20 dr		25	1,500.00	
	24 dr				
8x5	steel				
	4 slides	1	514.50	1 35.00	1 85.75
	6 slides	6	342.50	60 11,816.25	2 342.50
	16 slides	21	7,532.28	354 126,972.72	2 717.36
	17 slides		4	643.00	0
	18 slides		2	550.00	
6x4	metal		18	1,710.18	
	14 slides				
5x3		2	239.78	3 359.67	
	13 slides			1 87.35	4 349.40
	14 slides			6 742.50	
7x3	no size				
	wood	2	125.50	10 622.50	25 1,250.00
	8 dr	87	26,516.74	252 78,865.04	0
	10 dr	2	246.72	19 2,343.84	0
		260	\$40,650.13	2405468,827.31	137 \$7,280.70 246 \$33,347.74

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Map Section	wood	5 dr	168	6,372.24	1	37.93	20	758.60
(base)			77	577.50				
(top)			90	1,125.90				
Map Section Metal Base		6	64.44	489	5,251.86	12	128.88	
Map Section Metal 5 drawer				1557	138,190.12	27	2,396.25	
Map Section Metal Top				525	7,045.50	16	214.72	
		6	64.44	2906	\$158,563.12	56\$	2,777.78	20 \$ 758.60
GRAND TOTAL		720	\$131,936.20	13,636	\$1,989,013.68	512	\$66,320.97	1,531 \$241,835.76

Handwritten calculations:

720
 812
 1531
 13636
 16,399

80 FY 52

131,936.20
 1,989,013.68
 66,320.97
 241,835.76
 2,429,106.61

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